



User's Guide

VERSION 3.1

UIFastTax® software allows employers to file Washington State Unemployment Insurance Tax and Wage Reports electronically.

Computer Requirements


It is recommended that UIFastTax be installed on your computer hard drive. Data files can be stored and shared via a network drive. Due to variables in network installations, the UIFastTax Technical Support Help Desk is only able to provide limited technical assistance for networking problems.


Your personal computer must meet or exceed the following specifications to run UIFastTax. To find out if your computer meets these requirements, see the documentation provided by the manufacturer, or contact the hardware vendor.

- Windows 95, 98, ME, NT 4.0, or 2000
- 20 MB of available hard disk space
- Mouse or compatible pointing device
- 101 Key keyboard
- Pentium 133 Processor
- 32 MB of RAM
- SVGA 800X600

Technical Support

 You can contact us by e-mail at: uifstsupport@esd.wa.gov

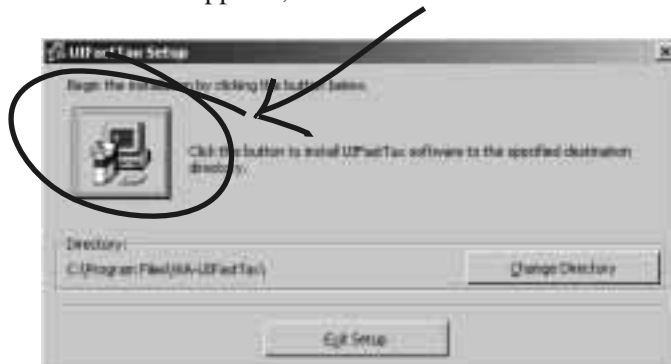
 Or by phone at:
(360) 902-9636

 Visit our website at:
www.wa.gov/esd/uifasttax
and take the UIFastTax link.

Our goal is to provide quality customer service and give you the answers that you are looking for on-line.

Installing UIFastTax

- ➊ Close all open programs.
 - ➋ Insert CD into CD-ROM drive.
 - ➌ Click the "I Accept" button.
 - ➍ Installation will begin immediately.
- ➎ When the window below appears, click this button.



- ➏ Click Continue to add the WA_UIFastTax Program Group.
UIFastTax Setup is complete. Click OK.

Note: After installation begins, a message box may appear that states: "Setup cannot continue because some system files are out of date..." To continue, click OK, then Yes to the message that follows. This will automatically restart Windows and update your system files. After Windows restarts, you may need to rerun setup. Visit our web site at www.wa.gov/esd/uifasttax for further technical support.



Introduction

When *UIFastTax* version 3.1 is started for the first time, A periodic update screen will appear. Click 'yes' or 'no' to continue. The introduction step can be revisited at any time by clicking on the top step on the navigation guide at the top left corner of the window.

Note:

If the desired quarter is already listed in the "select a quarter" box (located in the bottom left corner) click on the quarter to select and to advance to the next step.

Note:

Remember to update your email address when and if it changes.

Note:

If you have a problem importing your data, please contact technical support.

Identify Business

Clicking the "Next" button will move a user to the "Identify a Business" step.

Users will provide basic information about the business in the "Add a Business" step.

After completing the required fields, the "OK" button will be available. Click this to advance to the next step.

Identify Quarter

Select a business from the "select a business" list by clicking on the name.

Next you will need to "Identify Quarter"

Click on "Add a Quarter" to advance to the next step.

At this time you will be asked to provide some additional information about the business (Tax rate, etc.). Click "next" to advance through this process.

Once this process is complete, you will have the option to go back and edit any information that you wish to correct. If your information appears correct, click the "OK" button to advance.

You will need to select a quarter for the year you have added. Use your mouse pointer to click on the desired quarter. This will advance you to the next step.

Identify Preparer

The "Identify Preparer" step is where users will initially "Add a Preparer" and provide basic information about themselves.

After completing the required fields, the "OK" button will be available. Click "OK" to submit your information and return to the "Identify Preparer" screen.

Click on the preparer of your choice. Click "Next" to advance to the next step.

Select Input Option

The "Select Input Option" step is where a user can select "No Payroll", "Import File", "Paste Wage Data" or "Copy Data". This choice is available prior to moving to the "Review Wage Detail" step where employee wage records can be keyed, edited, or deleted.

Options

No Payroll

Place a check in the "File No Payroll" to advance if you did not have payroll this quarter.

Import File

Choosing "Import File" will allow you to browse to your text file and import it into the *UIFastTax* wage grid.

Paste Wage Data

Choosing "Paste Wage Data" will paste wage data copied to the clipboard from another application.

Copy Data

This feature will allow you to copy data from the last quarter entered. Names and Social Security Numbers will be brought forward with blank hours and wages.

Click "next" to advance to the "Review Wage Detail" step to manually key in wage information.

Review Wage Detail

At this time, you will be able to review your wage data and edit, delete, or key in any additions.

The wage detail will display a yellow background in fields with invalid data. Orange backgrounds indicate a warning. A right mouse click while on the wage grid will provide additional options and help.

When satisfied with your data, click the “Next” button to advance.

You can move on with invalid data but cannot submit until all fields are valid.

Review Tax Summary

At the “Review Tax Summary” step, users will view the amount due (if applicable) and fill in any additional required fields.

When the summary is complete, click the “Next” button to advance.

Submit Errors

If errors are still present, the “Submit Errors” screen will appear. Invalid data must be corrected before this program will allow submission. These fields will be highlighted in yellow.

Click on the hyperlink to return to the Wage Grid or Tax Summary.

Submit Report

The “Submit Report” screen is where users will choose to “File Online Now”, “File Offline”, or “Print Reports”.

Options

File Online Now

This is the preferred method of sending data. When filing using this option, you will get a confirmation number in real time.

You must be connected to the Internet before choosing this option.

File Offline

This method is for users who do not have Internet access. By choosing “File Offline”, the user can create a transfer file that can be sent as an email attachment from another location.

-Or-

The file can be saved on a diskette and sent via US Mail to the Employment Security Department. With this option, confirmation is not available at this time. Please send diskettes to ESD/*UIFastTax*, PO Box 9046, Olympia, Washington, 98507-9046. **Please do not send your payments with your diskette.**

Print Reports

This option allows users to print reports for file copies only. Please do not send wage detail or summary reports to ESD.

Payment coupon, (if needed) must be printed and mailed with tax payment.

Note: On the wage detail step, Delete, Sort, Export, and Print hyperlinks will expose additional choices.

Note: if you are a reimbursable or local government, some fields on the “Review Tax Summary” will be marked “Not Applicable” or “N/A”.

Note: You will be directed to fix a step(s) only if it contains invalid data (yellow background).

Note: If the “File Online Now” option is chosen, you will be given a print option after submission. Printing after submitting will include the confirmation number on the prints.

Tax Payments go to:
Employment Security Department
PO Box 34467
Seattle, WA 98124-1467

Version 3 includes many features to make filing UI Tax and Wage reports faster and easier.

These features include:

Wizard Based Interface - *UIFastTax* guides users through all of the steps needed to file.

Auto Update - This means users will be prompted to get and install updates via the Internet. Auto Update is as easy as a few mouse clicks.

Single Click Importing of Wage data - *UIFastTax* analyzes a delimited text file for wage data, users no longer have to describe the order their data is in.

File Online Now - Submit data via an active Internet connection with a single click. "File Online Now" provides real time confirmation to users and avoids the complication of email.

Quarterly Filing Report - This handy report provides the filing status for each account in the specified quarter. This is great for multiple accounts.

Errors and Warnings - Highlights errors and questionable data, such as missing information and duplicate social security numbers making corrections quick and easy.

Excess Wage Detail - Excess wages are displayed by individual social security number and are calculated automatically based on available year to date wage data. The display of individual figures allows for quicker reconciling.

Business Update Website - A link to the Quarterly Business Update is under the "Help" menu.

End User License Agreement

Washington State Employment Security Department
End User License Agreement for *UIFastTax*®

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